

Baldwin County Residential Wilderness Program/Camp Horizon



Resident Orientation Handbook

WELCOME!!

Welcome to Camp Horizon! You are about to begin an adventure that could change your life forever if you choose to let it. What does it mean to go to “Camp Horizon”?



To go to Camp Horizon is to go someplace that you have never been before with the very real possibility that you may not return to the same place from which you left. It is our hope that your experiences here will not be about just “doing your time”, but rather about you realizing that you made some mistakes and that you now have the power to undo those mistakes by making better choices for yourself. In every sense, you have the possibility of leaving Camp Horizon a different person who knows that you can’t go back to the same place from which you left. Going back, would be to undo your whole experience with us and set yourself up for possible failure when you graduate our program. Now is the greatest opportunity that you have to turn your life around in a positive direction. And that choice is up to you.

You can also expect to be uncomfortable at times and that this too is all right. Being uncomfortable is the surest sign that we are growing up and learning new ways to think. We expect you to challenge yourself to experience the uncomfortable moments and move beyond them appropriately. One of the most uncomfortable things you may discover early on here at Camp Horizon is what it means to be a member of a group of people with whom you may never hang out with. How you choose to handle this uncomfortable feeling is up to you. Just remember that no one goes it alone at Camp Horizon and no one gives up easily.

Over the next few months, we hope you grow to understand that the Camp Horizon staff care about you not just in this program, but care about you growing and developing into a young woman utilizing healthy behaviors that will make you successful in your home community. The entire staff here at Camp Horizon is interested in you developing positive behavior habits, because we believe these will determine the level of success in your life.

INTRODUCTION TO THIS HANDBOOK

This is your Resident handbook. It is designed to explain the rules, guidelines and policies of the Camp. Be sure you read it completely. If you have any questions, please feel free to ask any of the Camp Horizon Staff.

Your arrival at this program means you have been given another chance to make important changes in your life. Although you may currently view this as a punishment, we hope you will soon realize that this is an excellent opportunity. With this opportunity there comes responsibility. As a Resident, you are responsible for yourself and others. Many of the activities that you will participate in could be dangerous. The first goal of the program is to maintain a safe environment, both physically and emotionally.

In order to benefit, graduate and be successfully released from the program, the following pages should be used as a guide, additionally this is an introduction to the program rules.



TREATMENT

During your time at Camp Horizon your performance will be evaluated. To ensure that your needs are being met and that growth is occurring, you will be placed on a Treatment Plan that will be monitored by a Treatment Team. This Treatment Team will include a Resident Advisor, a Therapist, a Recreation Therapist, the Aftercare coordinator, the Program Director, Clinical Director and the Director. They will meet with you and help in assessing your needs and give you feedback on your performance while in the program. Treatment team meetings occur every two weeks; you may invite your parents/ guardian to attend. Upon arrival, you will be assigned a therapist. This therapist will be your advocate and counselor, and will be available to meet with you weekly. If at any point you choose to not follow the Treatment Plan in order to meet your treatment goals, you may not progress within the program.

PROGRAM GOALS AND OBJECTIVES

Here at Camp Horizon, we emphasize the following goals and objectives:

We expect that each resident finds **RESPECT** for the environment, their family, the people that surround them and most importantly themselves.

Prior to completing the program each resident should have a deep understanding of **ACCOUNTABILITY**, thorough ownership and self discipline.

While at Camp Horizon and upon returning home each resident will demonstrate **RESPONSIBILITY** through self- reliance, discipline, strength of character and can act independently to meet your own needs.

INTEGRITY: “Always doing what is right even if no one is watching”. Integrity is one of the most important values to demonstrate at Camp Horizon. Integrity means doing the right thing or making the positive choice 100% of the time, even when no one is watching, often earning unwavering trustworthiness.

At Camp Horizon a leader is someone who helps others do and become more than they ever thought possible. **LEADERSHIP** is about unlocking potential, whether individual potential or that of your team. It is not about telling people what to do, but inspiring them to see what they are capable of, then, helping them accomplish.



In order to help you be successful in your home community **WELL- BEING** should be accomplished. Well-being is developed by learning how to adapt positively to change, coping with stress, maintaining a positive self concept and has the ability to set goals and achieve future success.

INTEGRITY* RESPECT *** ACCOUNTABILITY*** RESPONSIBILITY*** LEADERSHIP*** WELL- BEING**

EMERGENCY EVACUATION / DISASTER PREPAREDNESS

Should weather conditions or other issues require action while at camp, your RA's are knowledgeable and will be able to guide you through what you should do. It is your responsibility to follow all emergency procedures without incident.



Electrical Storm - In the event of severe weather conditions, the residents should be moved into a safe and secure area. During an electrical storm, you will not be permitted to make phone calls, take showers or be outdoors.

Tornado - If a tornado warning is issued by the national weather service or a local news agency, or if a tornado is sighted, in the vicinity of camp, all residents and staff are to take shelter in the interior hallway of the building they are in. Each resident and staff should sit on the floor and cover their head with their hands and arms.

Fire - In the event of a fire, all residents and staff should immediately proceed to the mailbox, in the parking lot.



CONTRABAND, Searches and Security Checks

After you have completed your intake paperwork and orientation to the program we expect that you have items that are camp issued or camp authorized. If camp staff suspects that you have anything that is unauthorized by the camp we may perform a search. A search may consist of a person search of your body, a strip search or a room search. Searches may occur scheduled or unscheduled, of the grounds, buildings, your person or your sleeping quarters.

Contraband is all those things that we do not allow here at the program. Contraband items include any alcohol, drugs, or tobacco products or items related to their use or associated with them. Other contraband items would include lighters, matches, weapons, aerosol spray cans, food items, money, pornography, and gambling devices to include cards and dice. We do not allow any gang related items or any items with gang graffiti (for example, photos throwing gang signs, letters containing gang related signs and/or gang talk, etc)

If you have any of these items or are suspected of having these items at any time in the program, you will be given an opportunity to take ownership for possessing the contraband. What this means is that you have the chance to turn any contraband in with none or minimum consequences. However, if illegal substances are discovered, appropriate legal action will be taken.

CLOTHING AND BELONGINGS

Camp Horizon will provide everything that you need. Upon arrival you will be issued 2 pair of shorts, 2 t-shirts, underwear, socks, flip flops and sneakers. Any item brought in from home, will most likely be sent back. It is the resident's responsibility to clean and care for the clothes and bedding. All Camp issued clothing must be free of tears and markings. If you need something else, you must tell your RA prior to discarding your item. Personal belongings are limited, and not permitted during your early stages at Camp Horizon.





RESIDENT'S RIGHTS

As a Resident here at Camp Horizon, you have several rights. Rights are different from privileges, a right is something that cannot ever be taken away. Privileges are earned and can be taken away from you if you choose to abuse them. If you feel that the rights listed below are being taken away from you, you have the right to file a grievance. As a Resident at Camp Horizon, your rights are the following:

- Protection from abuse: You have the rights to be protected from acts or threats of harm or mistreatment from staff or other Residents. All staff has a duty to provide reasonable protection from physical or emotional abuse by others.
- Treatment center directors are personally responsible for any misconduct or misbehavior by staff toward you while under the center's care. Ignorance of such matters will be inexcusable. Under no circumstances are you ever to be subject to abuse, either of a verbal, physical, as well as ensuring that all staff cooperates with the gathering of facts.
- Corporal (physical) punishment, or the intentional degradation or humiliation directed toward you is PROHIBITED. Punitive practices of any kind are not to be tolerated.
- Equal Treatment: You have the right to not be discriminated against because of race, color, sex, sexual preference, language, religion, political or other opinion, national or social origin, property, birth, or other status.
- Access to the Courts: You have the right to mail a letter to your JPO when you deem necessary, if you want to call your JPO, residents need to request this from your therapist.
- Education: You have the opportunity to meet your basic education needs.
- To know what the rules are: Since you are expected to abide by facility rules, you are entitled to an opportunity to become thoroughly familiar with these rules.
- Send and receive mail.
- Camp Horizon will provide medical and dental care for Residents throughout their stay in the program. Staff members are trained in standard first aid and CPR.

The Facility Nurse will conduct medical checks which are done on a daily basis, and your Resident Advisor will assist with basic first aid which will be given when needed. All prescribed medications will be dispensed according to their prescriptions. Residents will report any complaints or medical issues to their Nurse or RA during daily medical checks. Complaints will be assessed and appropriate first aid will be provided. Access to the Doctor or the Nurse can be accomplished by filling out the Sick Call request form.

- Be provided with the necessities of life: you have the right to adequate clothing, shelter, and healthy food. A qualified dietician should set standards for the amount and kind of food.
- A treatment program:
 - ❖ You have the right to an individualized treatment program with specific and measurable treatment goals.
 - ❖ At the minimum, training and treatment will include the opportunity for:
 - Academic/GED prep and/or vocational education
 - Physical recreation
 - Medical care
 - Counseling services (individual and group)
 - Supervision by trained staff
 - Contact with your family and home community
 - Family counseling

CYCLE MENU AND SPECIAL DIETS



A licensed dietician approved our menus at Camp Horizon. We have four menus – one for each week of the month. You will be served three meals a day and two snacks. If you have any special diet restrictions, we will try to accommodate you as best we can. It is your responsibility to let us know what you need. Our Kitchen staff work hard to prepare tasty meals and will accommodate for allergies. We expect that you assist, clean and maintain appropriate behavior in Sunny Side Café.

GRIEVANCE PROCEDURES

Residents have the right to grieve the actions of program staff or conditions in the program that violate youth rights. The progress for filling a grievance is as follows:

1. The resident may request a grievance form and fill it out completely and accurately.
2. The Treatment team/Program/Clinical Director or Director will address the grievance within 72 hours of receipt.
3. The Program Director or a member of the treatment team will notify the resident of the grievance outcome within 72 hours of investigation.
4. If a resident wishes to appeal the outcome, the resident may ask for an “appeal hearing”
5. The “appeal hearing” will be held at your next treatment team meeting and will include a teacher and supervisor in addition to the treatment team.
6. All “appeal hearing” solutions are made in agreement with all members of the hearing committee.



How to Contact the Alabama Child Abuse and Neglect Prevention Board

No kind of abuse – physical, sexual, verbal, or psychological – is tolerated here at Camp Horizon. If you feel that you are being abused, talk to your therapist or someone you can trust first. After talking it out, request to use a telephone to call the Family Services of the Department of Human Resources. “To report abuse, neglect, or inappropriate use of force, call (334)-242-9500.” They will want basic information, like who, what, when, where and telephone numbers, including yours if possible. This number can be found posted at various places around the base. Do not be afraid to talk to someone or call if you are being abused.

Services Provided by the Program

We try to offer as many services as possible to help you succeed here at Camp Horizon. If you feel that you will need something extra special, you will need to let us know and we will try to get you what you need. Please understand that we cannot always provide everything, but we will always try to get you the help that you need. Several of the services we offer are listed below:

- Academic and/or vocational education
- Physical recreation
- Life Management Skills
- Medical care
- Supervision by trained staff
- Parenting Classes
- Group Therapy
- Treatment Teams
- Home Visits and Day Passes
- Community Service (Volunteering)
- Individual and Family Counseling
- GED prep

MEDICAL AND SICK CALL



Emergency medical care will be provided by qualified and competent staff at all times if you have an accident, emergency illness, or injury. Emergency first aid kits can be found on the facility in each cabin. If you need to be taken to the hospital emergency room, we will get you there. Prescribed medication will be given out as prescribed by your doctor. The nurse will address any medical concerns you have. It is your responsibility to let us know when you are sick and in need of care. If you have a medical condition that requires a doctor, dentist or eye doctor, let us know by filling out a SICK CALL REQUEST and we will help you. Your state provided Medicaid will cover the expense.



EDUCATION

Education is a valuable part of planning your future. While at Camp Horizon you will be expected to attend school daily. Our education is provided by the Baldwin County Board of Education. Each resident will be enrolled in self paced classes through the PACE, Plato, and A Plus computer programs. As you progress in the program, you may be interested in obtaining a GED. If this is the case your teacher will enroll you in a GED prep class. The opportunities that can benefit you from taking your education seriously are endless. While you are enrolled at Camp Horizon, we expect that you behave respectfully and with integrity.

VISITATION PROCEDURE AND SCHEDULE

Your family is encouraged to visit you while you are at the program. After you have been in the program for 14 days they are invited to visit the camp on scheduled visitation days, which are Sunday's between 1-3 pm and by appointment with therapist during the weekdays. Sunday visitation should be scheduled Monday through Friday, no later than noon time on Friday. During the first phase of the program, residents are prohibited from having more than two visitors and restricted to parent or guardians only.



TELEPHONE PROCEDURES

Telephone calls will occur on Tuesday or Wednesday nights, under the supervision of a staff member. You are only authorized to call approved family members. Early on, the length of time allowed on the phone is limited to just a few minutes. As you progress in the program, residents are encouraged to make longer phone calls. We encourage residents to take the opportunity during phone calls to rebuild your relationship with your family, therefore residents are monitored and expected to make positive strides in maintaining a healthy relationship with your family.

CORRESPONDENCE

You may send and receive mail to and from people on your approved correspondence list. Early on in the program, you are limited to 2 letters per week at the appropriate times. We will provide paper, pencils, envelopes and postage, if you do not have stamps. Our camp staff will open both incoming and outgoing mail in order to inspect for contraband and when the camp feels that it is in the best interest of the facility a designated camp staff may read the mail. If mail is rejected and not mailed out, you will be notified.



CAMP HORIZON RULES

One of the ways in which you can keep yourself and others safe is by following the “Camp Horizon Rules”, which are the non-negotiable, or unbreakable, rules of our program. I agree to make every effort to resist breaking these rules, in order to build trust and respect within our camp community.



- 1) Clothing issued to my team and I will protect us and be useful as long as we/I treat it with care. I agree to take care of my clothing by wearing each item appropriately and keeping it free from markings and tears.
- 2) Respecting personal space is important; I agree to refrain from touching others in any sort of inappropriate or aggressive manner.
- 3) Communication is a valuable part of the program; I agree to keep all communication out in the open, therefore note passing and gossiping are prohibited.
- 4) Assault and battery are problems, not solutions. I agree to refrain from fighting while in this program.
- 5) “War Stories” about my past inappropriate activities will not help me in this program. I will refrain from focusing on the negative behaviors of my past.
- 6) No handling or harming wildlife or plant life is permitted. You are expected to care for the Camp Animals with respect and quality care.
- 7) I am here to deal with my issues, not to create them. I will treat my peers with respect and address them by their names and acceptable nicknames.
- 8) Food is to be eaten only at mealtimes, and is not allowed in sleeping quarters (unless otherwise instructed).
- 9) Camp Horizon is not a dating service. Inappropriate interpersonal behavior will not be tolerated.
- 10) I will not give up on this program or myself. I agree to be an active participant for the entire time I am here. I understand that leaving the program area without permission of the staff is a violation of program guidelines. I must remain within sight and sound of Camp Horizon staff at all times.
- 11) I agree to obey all laws including state and federal statutes as well as these rules.

Camp Horizon Tools:

- 1) In addition to the rules of the program, there are tools that can be utilized to demonstrate progress within your phases of the program. When there is conflict, I can work toward **solutions** and use assertive **communication** to express myself.
- 2) I can use **positive leadership** and **encourage** others.
- 3) I can be **flexible** when the unexpected happens.
- 4) I can show **conviction** to my values in the face of discomfort, boredom, teasing, and negative impulses.
- 5) I can use **focus** when a task interests me; and when it does not.
- 6) I can have **relentless hope** in my future and my abilities by not giving up on myself or my goals.
- 7) I can practice **responsibility** when taking care of my issued gear and doing my job with **excellence**.
- 8) I can take **ownership** for my mistakes and my accomplishments.
- 9) I can use **integrity** by doing what is right even when no one is looking.
- 10) I can appreciate **diversity** and **include** those who are different from me.
- 11) Above all, I can show **compassion** for others and understand that everyone walks their own path; none any better or worse than mine.



BEHAVIORAL CONSEQUENCES:

While here at Camp Horizon, our first expectation of you is to control your own behavior by making good choices. If you fail to do so, you can expect there to be a consequence with a specific disciplinary action. Likewise, if you do really well at controlling your own behavior, you can expect to receive positive consequences in the form of privileges. Consequences that you can expect for negative behaviors may include, but are not restricted to one or more of the following:

| | | |
|-------------------------------------|--------------------------|---------------------|
| Loss of Trust, Integrity or Respect | Extended Stay | Work Hours |
| Lower Basic Life skills grades | Unscheduled review board | Loss of home pass |
| Loss of Privileges/Passes | Transfer Staffing | Physical Restraints |
| | Arrest/Formal Charges | |

Rewards or Privileges

| | | |
|------------------------|----------------------|--------------------|
| Positive feedback | Longer Phone Calls | Extra Phone calls |
| Later Bed Time | Longer Visitation | Movies |
| More down time to play | Visits with Siblings | Pictures from home |
| Games | Listening to music | Use of a Razor |
| Home Visits | Sleepover | Sleep Later |
| Day Passes | Off-Campus trips | Reward Trips |
| | Kitchen work | |

RESTRAINT OR PHYSICAL INTERVENTION:

A restraint is defined as anytime there is direct physical contact made with you in an effort to stop a dangerous behavior or extremely disruptive behavior.

A restraint is viewed as a last resort. It is done only after all other attempts to assist you in regaining self-control have failed. Steps to follow include:

- Verbal intervention by instructional staff
- Verbal intervention by individual students
- Verbal intervention by the group
- Attempt to move the resident away from the group
- Attempt to move the group away from the resident
- Utilize the least amount of force when necessary



Physical restraints are used only when you are out of control and a danger to yourself, others, and/or property. Restraints will occur only after verbal de-escalation techniques have failed and all other interventions have been exhausted. Restraints will be conducted according to Crisis Intervention Techniques and/or Use of Force Techniques. Restraints, and the circumstances revolving around them, must be reported to the Program Director immediately and the appropriate documentation completed immediately after control and safety have been re-established and prior to staff leaving their post to go home.

Restraints may not be utilized to attempt to control cursing, screaming, and/or because the staff is angry and wants immediate control. No activity takes precedent over dealing with inappropriate behavior, except with regard to safety.

Under no circumstances will any type of mechanical restraints be used for Behavior Management, without prior authorization from the Director or Program Director.

RELAPSE PHASE:

Any resident of Camp Horizon that violates one of the following major rules will be placed on relapse/orange level. Each resident that is placed in **ORANGE or RELAPSE** Level will be re-assessed no later than 1 week after placement to determine if the behavior has continued or improved. Ten hours of work detail may be assigned for each major rule violation. Improvements will be recognized. Major Rule Violations that warrant an **ORANGE** shirt are:

- ☐ Fighting (Physical Aggression, Intent to fight where intervention is necessary)
- ☐ Escape gesture/ Attempt
- ☐ Inappropriate Sexual relationship or Sexual Harassment (removal of clothing, inappropriate touching, etc)
- ☐ Promotion of Gang Culture or Activity
- ☐ Inappropriate use of medication, drug activity, or drug use on passes
- ☐ Inappropriate use/attempt to damage ANY of the staff/camp's belongings (ex: radio, keys, cameras etc.)

Violations that may result in Relapse/Orange Shirt level

- ☐ Stealing
- ☐ Touching any of the staff's belongings
- ☐ Excessive threats, Bullying or Instigating
- ☐ Covering up or contributing to law violations (including major rule Violations)

The resident that is placed on relapse/ orange shirt level has the following consequences:

- ☐ Resident has acquired a new uniform:
 - o Orange t-shirt
 - o Flip-Flops must be worn at all times
- ☐ Resident is restricted from:
 - o Entering any part of the living quarters, except where their bed is located
 - o Restricted from using any tools (including yard tools and/or craft tools)
 - o Restricted from sitting on any furniture, other than their bed or a chair during group, meal and classroom time.
 - o Restricted from playing recreational activities involving a ball (basketball, volleyball, football, etc.)
 - o Must only eat outside with (sack meal) unless temperature is below 40 degrees.
- ☐ Resident must also:
 - o Have visitation, during the week to be scheduled by the therapist
 - o Have a phone call that is scheduled by a member of the Treatment team
 - o Have all mail held until completion of relapse level, however will be informed that it has arrived.
 - o Resident must sleep in front of the RA station on mattress, unless otherwise directed

Residents must follow the expectations of relapse/orange shirt in order to earn normal status within the program and reassert themselves with working toward their treatment goals. If a resident does not comply with the above listed expectations, an extra day will be added to the restriction for each day of

non compliance. Resident must make an effort to work off hours during their time in restriction. Residents will have the opportunity to be assessed for either Adjustment Phase or Practice phase, provided you have previously been in Practice Phase or higher, depending on remorse, honesty, ownership, making amends, etc.

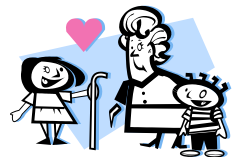
These behaviors in themselves or in combination may result in a regression to a different level. Repeated violations and violations that may affect the emotional and physical safety and security of the program may require reassessment. Some examples include but are not limited to:

- ☐ Repetitive Cursing
- ☐ Refusal to follow directions
- ☐ Bullying
- ☐ Negative/Disrespectful attitude
- ☐ Not taking ownership for actions
- ☐ Overly focused on shirt color
- ☐ Assisting, allowing, or tolerating minor or major rule violations from others
- ☐ Home pass rule violations
- ☐ Gaining excessive work detail hours and refusal to work them off
- ☐ Consistently not performing chores correctly (after being taught)
- ☐ Consistently not following dress code
- ☐ Repeated violations of any camp rules
- ☐ Refusing to participate in groups
- ☐ Refusing to participate in recreation/run/HOP
- ☐ Refusing to participate in school/not doing school work resulting in poor grades
- ☐ Major regression in current phase
- ☐ Not consistently working on treatment plan goals

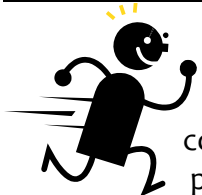
The level of regression will depend on the actual rule violations and resident's behavior/ownership of the problem. Reassessment may occur at any time.

COMMUNITY SERVICE:

While at Camp Horizon we expect that you give back to the community. We provide numerous opportunities for community service including working with the elderly, animals, local agencies, etc. It is important that during community service activities you behave yourself in a respectful and helpful manner. You will be expected to complete a minimum of 25 hours of community service. You may be required to do some of this community service during the weekend.



PHYSICAL EXERCISE REQUIREMENTS:



Maintaining a healthy lifestyle is important for you physical and mental health. While at Camp Horizon you will participate in physically challenging activities (running, adventure course, recreation, etc). We ask that you give your best effort and push yourself while participating in these activities. In order to graduate the program successfully, we expect

you to be able to run two miles in 15 minutes and 30 seconds. We assist you in achieving this goal by exposing you to running gradually in order to build endurance. We encourage you to make the most of this gradual increase by giving 100% effort each and every time you run. The most important thing is that each resident improve and demonstrate 100% effort.

HAIR POLICY:

Looking good is important to everyone. We feel as though each person should have a neat and well kept appearance. Therefore we have identified the Camp Horizon Standard for well-kept hair

MALES

- As a male resident we expect that you have neatly kept hair, therefore upon arrival we will give you a haircut. We will cut your hair short (but not necessarily shaved). Your time in the program will start when your hair is cut. Please make the choice to do this as soon as possible.
- As you progress your hair will grow out. We will expect that your hair is kept behind your ears, above your neck and out of your eyes. You will not be required to cut your hair again, unless you are not able to keep it neatly groomed. Your hair is only permitted to be the color that you have been born with.
- Residents who are not keeping their hair neat and clean will have their haircut, if a resident refuses to get a haircut on their home pass this will result in disciplinary action.
- Hair is to be neatly combed or picked. Therefore we will not permit dreads, braids, twists or any designs.
- Facial hair will not be permitted and residents will be asked to shave regularly. Male residents will be permitted to shave their face (beard) only.

FEMALES

- As a female resident we expect that you have neatly kept hair, therefore upon arrival we will give you a rubber band to tie your hair back in a pony tail. If you arrive with extensions, braids, dreads or twists in your hair, we will require that you remove the extensions before time starts.
- We will expect that your hair is kept in a pony tail or if it does not fit, neatly combed daily.
- Hair is to be neatly combed or brushed. Therefore we will not permit dreads, braids, twists or any designs and your hair is not to be dyed any color that is not your natural color.
- Female residents will be permitted to shave when on a home pass. Females are encouraged to shave their arm pits and legs only. They are not to shave eyebrows or any other obscure part.

Welcome to the Baldwin County Residential Wilderness Program/ Camp Horizon
23750 Ewing Farm Road, Atmore, AL 36502